

PUBLIC WORKS INSPECTOR

NATURE OF WORK

This is highly responsible, technical enforcement work in the inspection of public and private property to insure compliance with applicable municipal ordinances.

Work involves responsibility for performing both field and associated office work in the inspection of public and private property in order to insure compliance with municipal ordinances and winter snow removal requirements, and for conducting training sessions in the area of safe and proper operation of equipment. Work also involves the responsibility for inspection and control of noxious weeds within the City limits. Inspections are conducted independently, but in accordance with well defined procedures. Supervision is received through oral and written instructions, and work is reviewed through reports submitted and occasional reinspection by a technical or administrative superior. May oversee the work of employees and private contractors engaged in enforcing municipal ordinances.

EXAMPLES OF WORK PERFORMED

Inspects and records addresses of property in violation of municipal ordinances; writes reports on ordinance violations; and insures that weed violation notices are issued.

Ascertain legal description of property in violation of municipal ordinances and researches ownership; photographs property in violation of ordinances to secure proof of violation.

Inspects snow removal work performed by private contractors for the City; records starting and stopping times and equipment used.

Operates snow removal equipment during emergencies.

Instructs and trains employees in the proper and safe operation of public works equipment such as mowers, sanders, truck plows, motor patrols and loaders; oversees the work of employees engaged in assigned maintenance activities.

Performs office work related to division functions; assists with surveys and inventories.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of municipal ordinances related to vegetation control.

Considerable knowledge of the proper operation and care of public works equipment.

Considerable knowledge of proper safety practices and procedures involved in the operation of equipment.

Ability to communicate with employees and present training sessions dealing with safe and proper operation of equipment.

Ability to research, interpret and record legal descriptions of property.

Ability to establish and maintain effective working relationships with property owners, co-workers and the general public.

Ability to enforce ordinances and carry out snow removal operations with firmness, tact and impartiality.

Ability to understand and carry out oral and written instructions and to work independently in the performance of regular duties.

Skill in the operation of public works equipment such as mowers, sanders, truck plows, motor patrols and loaders.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent and experience in the identification of weeds common to Nebraska and in the operation of public works heavy equipment; plus some experience researching and recording legal descriptions of ownership.

MINIMUM REQUIREMENTS

Graduation from senior high school or equivalent and some experience in the identification of weeds common to Nebraska and in the operation of public works heavy equipment; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

4/75

Revised: 4/95

PS5216